



Milwaukee Water Works

Cavalier Johnson
Mayor

Jerrel Kruschke
Commissioner, Department of Public Works

Patrick W. Pauly
Superintendent, Milwaukee Water Works

October 28, 2024

City Service Commission
Department of Employee Relations
City Hall, Room 706

RE: Request to Extend Probationary Period
Tiffany Marsh – Human Resources Representative

Dear Commissioners:

Milwaukee Water Works (MWW) respectfully requests to extend the probationary period for Tiffany Marsh, who was appointed to the position of Human Resources Representative in the Department of Public Works (DPW) – Water Works on October 29, 2023, with a 12-month probationary period that would be completed on October 29, 2024.

Ms. Marsh's first and second probationary reports indicated that she was meeting job requirements in all performance factors as she learned the essential functions of her position. Since her second review, there have been challenges with her accuracy, written communication, job knowledge and taking initiative on various projects. These challenges have required an excessive level of oversight and guidance of her work and prevented her from continuing to take on all of the essential functions of her position.

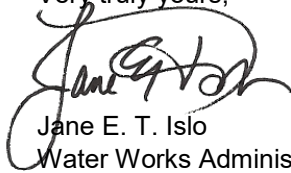
Due to these issues, MWW requests Ms. Marsh's probationary period be extended by 3 months, to January 29, 2025. MWW has worked with DPW Administrative Services and the Department of Employee Relations (DER) to develop a Performance Improvement Plan (PIP) focused on improving her knowledge, skills and abilities. In conjunction with the PIP, and to give Ms. Marsh the best chance of being successful, she will be reassigned to DPW Administrative Services where she may benefit from different coaching and mentorship. DPW Administrative Services currently has several vacancies in key positions, such that Ms. Marsh will provide much-needed assistance with a variety of the same human resources activities she would be performing in MWW.

While there are concerns about Ms. Marsh's ability to be successful, the Department is prepared to provide her with every opportunity to address her performance issues and – more importantly – improve her knowledge, skills and abilities as a Human Resources Representative. Ms. Marsh has more than 20 years of City service in a variety of departments and positions, and MWW is requesting this extension to ensure that she has additional time to meet all of the job performance expectations of this position or pursue other job opportunities in the City in which she can be successful. The Department has informed Ms. Marsh the request to extend her probationary period, and her job description and a Performance Improvement Plan (PIP) is attached for your review and reference.

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Thank you for your consideration. If you have any questions or concerns, please contact me (x2802 or jeislo@milwaukee.gov).

Very truly yours,

A handwritten signature in black ink, appearing to read "Jane E. T. Islo". The signature is stylized and cursive, written over a white background.

Jane E. T. Islo
Water Works Administration Manager

c Patrick W. Pauly, Superintendent
Amy E. Hefter, Water Works Human Resources Administrator
Dan Thomas, DPW Administrative Services Director
Shannon Goodwin, DPW Administrative Services Manager

Attachments (3):

Job Description
Report on Probationary Service
Performance Improvement Plan